

राष्ट्रीय शीतसाखळी प्रशिक्षण केंद्रासाठी बायलॉज
मंजूर करणेबाबत....

महाराष्ट्र शासन
सार्वजनिक आरोग्य विभाग
शासन निर्णय क्रमांक: शिप्रके-२०१५/ प्र.क्र.१४७/ आरोग्य-४

मंत्रालय, १० वा मजला, संकुल इमारत,
गोकूळदास तेजपाल रुग्णालय आवार, मुंबई.

तारीख: २२ डिसेंबर, २०२०.

वाचा :-

- १) शासन निर्णय, सार्वजनिक आरोग्य विभाग क्र.शिप्रके-२०१३/प्र.क्र.२८२/आरोग्य-४, दि.२९.११.२०१३.
- २) शासन निर्णय, सार्वजनिक आरोग्य विभाग क्र.शिप्रके-२०१५/प्र.क्र.१४८/आरोग्य-४, दि.१९.१०.२०१५.
- ३) शासन निर्णय, सार्वजनिक आरोग्य विभाग क्र.शिप्रके-२०१३/प्र.क्र.२८२/आरोग्य-४, दि.३०.१०.२०१५.
- ४) संचालक, आरोग्य सेवा, आरोग्य सेवा संचालनालय, मुंबई यांचे पत्र क्र. संआसे/कक्ष-१५/टे-१/राशिसाप्रके/बायलॉज मंजूरी/२५३/१५, दि.११.०८.२०१५.
- ५) संचालक, आरोग्य सेवा, आरोग्य सेवा संचालनालय, मुंबई यांचे पत्र क्र. संआसे/कक्ष-१५/टे-१/ राशिसाप्रके/बायलॉज मराठी मसुदा मंजूरी/नं.क्र.७२७/१६, दि.०४.०६.२०१६.
- ६) आयुक्त, आरोग्य सेवा तथा अभियान संचालक, राष्ट्रीय आरोग्य सेवा अभियान, मुंबई यांचे पत्र क्र.संआसे/कक्ष-१५/टे-१/ राशिसाप्रके/ बायलॉज मंजूरी / नं.क्र.३१९-३२० / २०१८, दि.२७.०३.२०१८.

प्रस्तावना :-

सार्वजनिक आरोग्य विभागाच्या संदर्भाधीन अ.क्र. १ येथील दि.२९.११.२०१३ च्या शासन निर्णयान्वये राष्ट्रीय शीतसाखळी प्रशिक्षण केंद्र, पुणे साठी आवश्यक असलेल्या पायाभूत सुविधा उपलब्ध करणे आणि भविष्यात करावयाच्या कार्यवाहीबाबतचे निर्णय घेण्यासाठी स्वतंत्र नियामक मंडळ स्थापन करण्यास मान्यता देण्यात आली आहे. सार्वजनिक आरोग्य विभागाच्या संदर्भाधीन अ.क्र.२ येथील दि.१९.१०.२०१५ च्या शासन निर्णयान्वये, सार्वजनिक आरोग्य विभागाच्या अधिनस्त उपसंचालक, आरोग्य सेवा (परिवहन), पुणे येथील कार्यालयाच्या परिसरात स्थित केंद्र शासन सहाय्यीत राष्ट्रीय शीतसाखळी प्रशिक्षण केंद्र, पुणे या प्रशिक्षण केंद्राचे नांव "राष्ट्रीय शीतसाखळी स्रोत केंद्र" (National Cold Chain Resource Centre) असे बदलण्यास मान्यता देण्यात आली आहे. तसेच सार्वजनिक आरोग्य विभागाच्या संदर्भाधीन अ.क्र. ३ येथील दि.३०.१०.२०१५ च्या शासन निर्णयान्वये सार्वजनिक आरोग्य विभागाच्या अधिनस्त उपसंचालक, आरोग्य सेवा (परिवहन), पुणे येथे स्थित केंद्र शासन सहाय्यीत राष्ट्रीय शीतसाखळी केंद्र, पुणे या केंद्राचे दैनंदिन कामकाज सुरळीतपणे पार पाडण्यासाठी कार्यकारी मंडळ, उपसमित्या आणि त्यांच्याकरीता विहित केलेल्या संदर्भ अटींना राष्ट्रीय शीतसाखळी स्रोत प्रशिक्षण केंद्रासाठी तयार करण्यात आलेल्या उपविधीस (पोटकायदे/पोटनियम) (Byelaws) मान्यता देण्याची बाब विचाराधीन होती. याबाबत पुढील प्रमाणे निर्णय घेण्यात येत आहे.

शासन निर्णय :-

राष्ट्रीय शितसाखळी स्रोत प्रशिक्षण केंद्रासाठी या सोबतच्या "परिशिष्ट-अ" मधील उपविधीस (पोटकायदे/पोटनियम) (Byelaws) मान्यता देण्यात येत आहे.

२. सदर शासन निर्णय महाराष्ट्र शासनाच्या www.maharashtra.gov.in या संकेतस्थळावर उपलब्ध करण्यात आला असून त्याचा संकेतांक २०२०१२१७१५३९११४४१७ असा आहे. हा आदेश डिजिटल स्वाक्षरीने साक्षांकित करून काढण्यात येत आहे.

महाराष्ट्राचे राज्यपाल यांच्या आदेशानुसार व नावाने.

**Pradip M
Balkavde**

Digitally signed by Pradip M Balkavde
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ou=Public Health Department,
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प्र. मो. बलकवडे

अवर सचिव, महाराष्ट्र शासन

प्रत,

१. महालेखापाल, (लेखा परिक्षा/लेखा व अनुज्ञेयता), महाराष्ट्र-१/२, मुंबई/नागपूर.
२. आयुक्त आरोग्य सेवा तथा अभियान संचालक, राष्ट्रीय आरोग्य अभियान, मुंबई.
३. संचालक आरोग्य सेवा-१, आरोग्य सेवा आयुक्तालय, आरोग्य भवन, मुंबई.
४. संचालक आरोग्य सेवा-२, आरोग्य सेवा आयुक्तालय, आरोग्य भवन, पुणे.
५. सहसंचालक, आरोग्य सेवा, रुग्णालये (राज्यस्तर), आरोग्य भवन, मुंबई.
६. उपसंचालक, आरोग्य सेवा (परिवहन), पुणे.
७. उपसंचालक, आरोग्य सेवा परिमंडळे (सर्व).
८. सहाय्यक संचालक (लेखा व लेखापरिक्षा), आरोग्य सेवा, पुणे.
९. विनियम कार्यासन, वित्त विभाग, मंत्रालय, मुंबई.
१०. अवर सचिव (अर्थसंकल्प), सा.आ.वि., मंत्रालय, मुंबई.
११. निवडनस्ती (आरोग्य-४).

NATIONAL COLD CHAIN RESOURCE CENTRE's BYELAWS

PART – I GENERAL

1. The name of Centre -

(i) These Bye-Laws may be called the **National Cold Chain Resource Centre's Bye-Laws**.

(ii) They shall be deemed to have come into force with effect * from that date they are duly Approved by the Governing Body.

2. Office Address –

National Cold Chain Resource Centre
o/o Deputy Director of Health Services,
Naidu Hospital Compound, Pune – 411001
Maharashtra
Email – nccrcpune@gmail.com

3. Objectives –

NCCRC is primarily involved in the following broad areas of activity:

- Efforts towards making the centre “Self Sufficient” generating the revenue through the activities, i.e. Capacity building/Technical Support/Laboratory Services/Consultancy Services
- Organizing Cold Chain & Medical/Neonatal Equipment Management (Repair/maintenance/handling) courses @ National/International level
- Development of web based Management Information System for Cold Chain & Medical Equipment
- Technical Support to MoHFW-GOI in various domain, for effective implementation of immunization programme across the country.
- Establishing the Test Laboratory with NABL & WHO-PQS accreditation for undertaking the performance & quality parameter tests.
- Efforts to improve cost-effective and reliable functioning of Immunization Cold Chain in India & undertake promotional activities for nation-building initiatives, i.e. efforts towards maximizing the use of Indian make Products in support of visionary campaign of “Make in India”
- Green Initiatives in Immunization Cold Chain. Encourage the use of non-conventional energy sources @ Health Facilities (Alternate power back up solutions) in view of improvising health services & protecting environment as well.
- Undertaking newer technology integration in cold chain focusing emerging technologies relevant & its application in a phase wise manner, i.e. Testing/Piloting/Scale up
- Undertaking Cold Chain related Technical studies/assessment & submission of the reports with conclusion & improvement plans.
- Representation in National/International workshops/seminars & meetings.
- Representation committees constituted by GOI/Immunization partners.
- Explore the possible scope of collaboration with National/International centre of excellences

4. **Composition of the Governing Body;**

Sr. No.	Name of The Post	Role in Governing body
1	Commissioner, Health Services and Mission Director, NHM, Maharashtra, Mumbai.	Chairman
2	Director, Health Services-1, Mumbai	Co Chairman
3	Joint Commissioner (Immunization) Ministry of Health & Family Welfare, Govt. of India, New Delhi.	Member
4	Director, Health Services-2, Pune	Member
5	Director, NIHFV, New Delhi	Member
6	Immunization Specialist-UNICEF, India Country Office-New Delhi.	Member
7	Director (Finance), NHM, Maharashtra, Mumbai	Member
8	Joint Director (Technical), NHM, Maharashtra, Mumbai	Member
9	Deputy Director, Health Services(Transport), Pune & I/C NCCRC	Member Secretary.

5. **Executive Committee;**

Management of National Cold Chain Resource Centre, is entrusted under the Resource centre's Registration Act 1860 to the **Executive Committee** of which the members are as follows;

Sr. No.	Name of The Official and Post	Role in Executive Committee
1	Director, Health Services-1, Mumbai	Chairman
2	Director, Health services-2, Pune	Co-Chairman
3	Nodal Officer-NIHFV (As designated by Director, NIHFV)	Member
4	Joint Director (Finance), NHM, Mumbai	Member
5	Additional Director SFVB, Pune (or his representative)	Member
6	Asst. Director, Budget and Administration, Pune	Member
7	Coordinator And Team Lead, NCCRC, Pune	Member
8	Representative-UNICEF, New Delhi (Cold Chain Specialist or as designated by UNICEF)	Invitee Member
9	Representative- IIT Bombay (Professor or as designated by IIT)	Invitee Member
10	Representative-College Of Engineering, Pune (Professor / Associate	Invitee Member

	Professor or as designated by COEP)	
11	Nodal Officer/Representative-ARAI	Invitee Member
12	Deputy Director, Health Services (Transport), Pune & I/C NCCRC	Member Secretary

6. Definitions;

In these Bye-Laws, unless the context otherwise requires:

- (a) "ACCOUNT" means account of National Cold Chain Resource Centre.
 - (b) "ALTERNATIVE VICE-CHAIRMAN" means the Alternative vice-Chairman of the Governing Body of the National Cold Chain Resource Centre.
 - (c) "APPENDIX" means an Appendix to these Bye-Laws.
 - (d) "APPOINTING AUTHORITY" in relation to any post under the Resource Centre means the authority competent to make appointment to that post.
- * Passed by the Governing Body on the(date)
- (e) "DEPUTY DIRECTOR (Technical Training)" means the Deputy Director (Technical Training) and administrative controller of the National Cold Chain Resource Centre
 - (f) "CHAIRMAN" means the controlling authority of Governing Body and Executive Committee of National Cold Chain Resource Centre.
 - (g) "EMPLOYEE" means a person serving in the Resource Centre's in any post or capacity.
 - (h) "EXISTING EMPLOYEE" means a person in the service of the different Government department as a Government Servant on and who opted to serve the said Resource Centre after its registration under the Indian Societies Registration Act (XXI) or 1860
 - (i) "GOVERNING BODY" means the Governing Body of the National Cold Chain Resource Centre.
 - (j) "GOVERNMENT" means the State Government.
 - (k) "Executive Committee" means Executive Committee of National Cold Chain Resource Centre.
 - (l) "RULES" means the Rules and Regulation of the National Cold Chain Resource Centre.
 - (m) "Programme or Sub-committee" means respectively Programme and sub-Committees constituted under Rules and Regulations of the Resource Centre.
 - (n) "CO-CHAIRMAN" means the Co-Chairman of the Governing Body of the National Cold Chain Resource Centre.
 - (o) "YEAR" means the financial year ending on 31 March.
 - (p) "NCCRC" means National Cold Chain Resource Centre.

PART (II) - Administration and Accounts

7. Terms of references of the Governing Body;

The Governing Body for the National Cold Chain Resource Centre shall be the highest decision making body. It will meet once in every six months or earlier if required. The decision will be taken by simple majority of the members present in the meeting. It shall have following terms of references;

- a) Consider and approve the various annual action plans of NCCRC prepared by Executive Committee
- b) Formulate the policies, modalities for implementation and management of NCCRC programmes.
- c) Monitor, supervise and review the implementation of NCCRC programmes.
- d) Consider and approve the audited accounts of NCCRC.
- e) Consider and approve the progress report of NCCRC submitted by member secretary every year.
- f) Issue guidelines / directions to the Executive Committee with regards to implementation of various programmes which will be in accordance with the policy at the state and National level.
- g) Approve formation of groups/sub-committees for various purposes related to the implementation or monitoring or review of the work of the programmes / projects and delegate suitable powers to such sub groups/sub-committees.
- h) Authorize the Member-Secretary or to any other office bearer to issue or defend the NCCRC in legal affairs and sign documents or plans to be submitted in courts on behalf of the NCCRC.
- i) Delegate appropriate powers to the Executive Committee or the Member Secretary of the Executive Committee for smooth functioning.
- j) To approve bylaws related to service matters, administration and financial matters of the NCCRC on the recommendations of the Executive Committee.
- k) To ensure that the following documents are placed in the stipulated time period to Govt. of India, Donor agency and state government.
 - i) Audited accounts of the preceded financial year,
 - ii) The updated physical and financial progress of the project and
 - iii) Action plan for the every year,

8. Terms of references of the Executive Committee;

The Governing Body will constitute an Executive Committee which will be responsible for acting for and doing all deeds on behalf of the Governing Body and for taking all decisions and exercising all the powers, vested in the Governing Body except those which the Governing Body

may specifically specify to be excluded from the jurisdiction of by the Executive Committee. It will meet once in every three months or earlier if required.

Executive Committee shall have following terms of references;

- a) To prepare action plan for programmes, project and submit it to the Governing Body for approval.
- b) To adopt the programmes / project document and suggest revisions based on area needs to the Governing Body.
- c) To make appointments to various posts / positions approved in programme /project documents.
- d) To take all necessary steps to ensure proper execution of the plan or activity approved by the Governing Body.
- e) Scrutinize annual plans and budget proposals placed before it by the Member Secretary and ensure that it reflects all activities, provisions for each activity anticipated receipts and payments out of funds of the NCCRC, and submit them to the Governing Body for approval.
- f) To formulate bye laws on administrative, financial and technical matters and submit to the Governing Body for approval.
- g) Approve appointment of the auditor for the annual statutory audit of accounts of the Society in accordance with the byelaws.
- h) Review the functioning / working of the sub-committees constituted by the Governing Body or the Executive committee as per laid down norms and guidelines.
- i) To issue guidelines / directions to the Member Secretary for proper management of funds of the NCCRC.
- j) To undertake any activity or functions or liability delegated or entrusted by the Governing Body of the NCCRC from time to time.

9. Membership of NCCRC

- a) The membership of the ex-officio members of the Governing Body / Executive Committee shall terminate when He /She ceases to hold the office by virtue of which He /She was a member, and his/her successor shall become a member instead.
- b) The special members and honorary members shall continue as members of the NCCRC for a period of two years from the date of their nomination in the committee.
- c) Any members of the Executive Committee shall cease to be a member if withdrawn by his/her organization or declared disqualified by a majority decision of the Executive Committee.

10. Legal status of the Member Secretary of the Executive Committee of the NCCRC

- a) The Member Secretary is designated for NCCRC. He/she will be the person in whose name the NCCRC may sue and be sued for the purpose of defending the legal rights or

property or interest of the NCCRC for the purpose of various section of the Registration Act.

- b) The Member Secretary of the NCCRC shall exercise all administrative and financial powers as laid down in the schedule of powers approved by the Governing Body on the recommendation of the Executive Committee through byelaws.
- c) He/She would be responsible for constant superintendence, proper management and smooth running of NCCRC. He/she for above purpose would perform all other acts, necessary in this regards within framework of the rules and regulations and policy guidelines issued to him/her by the Executive body.

11. Creation, Administration and Management of the funds of the NCCRC;

There may be following sources for the creation of a fund of the NCCRC.

- a) Grants or contribution received from National Institute of Health and Family Welfare, Govt. of India.
- b) Grants or Contribution received from Ministry of Health and Family Welfare, Govt. of India through NHM, state PIP
- c) Grants or Contribution received from the state Govt.
- d) Donation or funds received from any National or International agency.
- e) Donation or contribution received from any other state Govt. or Institution within India with the approval of the Governing Body.
- f) Fees and charges if levied by the NCCRC for any service rendered.
- g) Miscellaneous income from any other income source provided it is given or received for implementing any of the objectives of NCCRC.

12. Safety of funds;

- a) The funds of the NCCRC shall be placed in a saving account of Nationalized bank with the approval of the Chairperson of the Executive Committee.
- b) The account will be operated in accordance with the approval of the Chairperson of the Executive Committee.
- c) The Member secretary in conjunction with another designated official of the NCCRC will be operate the said account with the approval of the Chairperson of Executive Committee.

13. Accounts of the NCCRC;

The accounts of the NCCRC shall be kept open for inspection by the National Institute of Health and Family Welfare, Govt. of India or the Controller and Auditor General of India or State Govt. or the Executive Committee or a Chartered Accountant appointed by the Executive Committee at any time to be satisfied that the funds received by the NCCRC have been utilized for the purposes for which they are received.

14. Authorities of the NCCRC;

The following shall be the bodies and authorities of the Society:

- a) Governing Body
- b) Executive Committee
- c) Programme Committees and such other Sub-committee as may be prescribed by the Governing Body. (Optional)

15. Reconstitution;

A special meeting of the Executive Committee can be called by the Member Secretary to discuss the need to reconstitute the Executive Committee. The agreement to reconstitute the Executive Committee shall be arrived at based on majority of the members of the committee. Information about the new members of the Executive Committee will be sent to all after the approval of Governing Body.

16. Vacancies;

Casual vacancies arising in the committee on account of any reason may be filled in by co-option made by the committee through a circular in this regards.

17. Procedure of calling meeting the committee;

- a) The meeting of the Governing body shall be summoned after, issue of normal notice of 15 days prior to the actual date of the meeting. In case of emergencies the Chairperson of the committee may invite special meeting only by providing 7 days notice in writing.
- b) 10 days notice shall be necessary for a meeting of Executive Committee. Emergency meeting can be called by providing 3 days notice in writing.
- c) In exceptional circumstances, Chairman of the committee may circulate an agenda/draft resolution to all the members of the committee and obtain their approval in writing for which no notice shall be considered necessary.

18. Frequency of the meeting of the Governing Body/Executive Committee;

- a) It will be incumbent on the part of the Member Secretary to arrange at least two meeting of the Governing body in each financial year.
- b) The Member Secretary of the Executive Committee shall be responsible to arrange at least four meetings of the Executive Committee to be held in each financial year, the first meeting should be held before 1st May and the last meeting should be at the end of February or first week of March every year.

19. Legality of the proceedings of the meeting;

- a) Decisions in the meetings of the Executive Committee shall be taken by a majority consensus. In case voting on any issue /resolution is necessary, the Chairperson shall exercise his/her casting vote.
- b) The proceedings of a meeting of the Executive Committee of the NCCRC will be treated as invalid if the strength of the members present in such meetings is less than one third of the total members registered on that date, provided that if a meeting is called after an

adjournment of a previous meeting ,the condition of the one third presence shall not required.

20. Authorities to make bye laws

- a) The Executive Committee may frame bye laws of appropriate regulation consistent with these rules, in connection with financial /accounting matters, service and personal matters, discipline and conduct matters of the staff of the NCCRC.
- b) Specific regulations / byelaws will be framed to provide guidelines on matters relating to administration and all financial transactions and preparation of monthly accounts, quarterly accounts and annual accounts, after the approval of Governing Body. During the intervening period the accounts of the NCCRC shall be maintained as per the advice given by the Govt. of India/State Govt./Donor agency.
- c) The Executive Committee shall also be competent to revise, review, substitute, delete or interpret any provision of the byelaws or regulations approved by it from time to time, by the approval of the members of the Executive Committee and Governing Body.

(Generic) Bye-laws for implementation of routine work of the National Cold Chain Resource Centre (NCCRC), Maharashtra (A collaborative institute of National Institute of Health & Family Welfare (NIHFW), Govt. of India)

A Procurement Policy and Procedures

Procurement of goods and services to be financed from funds received for Government of India or any other institute, shall be done as per the procedures specified by the Government of Maharashtra.

In all other cases, including where the Government of India allows the State a choice, following order of preference shall be applied for procurement of goods and services.

Procurement of Goods:

- A} Rate contracts/GEM, **OR**
- B} Rate contracts of Govt. of Maharashtra **OR**
- C} Procurement process laid down by Governing Body.

B Procedure for release of funds and Financial Powers of the Office Bearers of the Governing / Executive Committee;

(I) Classification of items of expenditure and financial powers for the Committee and office bearers of the NCCRC.

(For ensuring smooth flow of funds for the approved plans and activities, it is necessary that proper delegation of administrative and financial powers is made at each level. A model delegation is suggested below, which state Govt. may consider keeping in view their existing systems and procedures and suitably modify / add for meeting State's own requirements and all relevant aspects)

Sr. No	Item	Authority	Proposed Powers
1	Major/New Civil works in training institutes Note: Estimates should be prepared on the basis of (a) an approved type design and (b) State schedule of rates (SORs) Note: Maintenance should be delegated to facility level management society.	Deputy Director of Health Services (Transport) Pune & I/c of NCCRC, Pune	Up to Rs. 5 Lakhs In each case
		Director-1, Health Services, Govt. of Maharashtra (Chairman-EC)	Up to Rs. 15 Lakhs In each case
		Mission Director, NHM (Chairman-GB)	Full Powers
2	Approval for minor civil works repairs and renovations (including civil and electrical works) Note: Any civil work related to already existing structure and amounting up to Rs. 20.00 lakhs per institution/ structure should be considered as minor civil work.	Deputy Director of Health Services (Transport) Pune & I/c of NCCRC, Pune	Up to Rs. 2 Lakhs In each case
		Director-1, Health Services, Govt. of Maharashtra (Chairman-EC)	Up to Rs. 5 Lakhs In each case
		Mission Director, NHM (Chairman-GB)	Full Powers
3	Approval for procurement of equipments,	Deputy Director of Health	Up to Rs. 5 Lakhs if

Sr. No	Item	Authority	Proposed Powers
	furniture and other items for the Resource Centre	Services (Transport) Pune & I/c of NCCRC, Pune	purchased as per available resources i.e. RC/Rate List/ procurement process laid down by competent authority. For other goods up to Rs 2.5 Lakhs In each case
		Director-1, Health Services, Govt. of Maharashtra (Chairman-EC)	Up to Rs. 15 Lakhs if purchased as per GEM or State RC. For other goods up to Rs 10 Lakhs In each case
		Mission Director, NHM (Chairman-GB)	Full powers
4	Hiring of Services for housekeeping, lodging and boarding and other services for training purpose.	Deputy Director of Health Services (Transport) Pune & I/c of NCCRC, Pune	Up to Rs. 5 Lakhs In each case
		Director-1, Health Services, Govt. of Maharashtra (Chairman-EC)	Up to Rs. 15 Lakhs In each case
		Mission Director, NHM (Chairman-GB)	Full powers
5	Printing of modules and other printing material Note: For printing above Rs 1 lakh, the advertisement should be published in two leading newspapers of area	Deputy Director of Health Services (Transport) Pune & I/c of NCCRC, Pune	Full powers if printing in Government press. Up to Rs. 10 Lakh if printing in private press In each case
		Director-1, Health Services, Govt. of Maharashtra (Chairman-EC)	Full Powers
6	Hiring of contractual staff against approved posts in the PIP, including sanction of compensation package.	Deputy Director of Health Services (Transport) Pune & I/c of NCCRC, Pune	Full powers subject to the norms /guidelines prescribed by the State Health Society, Maharashtra (SHSM) In each case

Sr. No	Item	Authority	Proposed Powers
7	Sanction/approval for payment of monthly remuneration for contractual staff and payment of their TA/DA	Deputy Director of Health Services (Transport) Pune & I/c of NCCRC, Pune	Full powers for monthly remuneration subject to approval of package as approved by SHSM In each case
8	Approval for hiring of vehicles /taxis for field visits Note-1: Provision for hiring is only available where vehicles are not already available from the state government or from the Project/Programme	Deputy Director of Health Services (Transport) Pune & I/c of NCCRC, Pune	Full powers subject to approved budget and panel fixed by advertisement in news papers. In each case
9	Expenditure on workshops/meetings etc.	Deputy Director of Health Services (Transport) Pune & I/c of NCCRC, Pune	Up to Rs. 5 lakhs/ In each case
		Director-1, Health Services, Govt. of Maharashtra (Chairman-EC)	Up to Rs. 15 lakhs/ In each case
		Mission Director, NHM (Chairman-GB)	Full powers
10	Expenditure on offices expenses such as stationery, computer accessories, and maintenance of office equipments (broadband, internet connections and other miscellaneous items not covered above.	Deputy Director of Health Services (Transport) Pune & I/c of NCCRC, Pune	Up to Rs. 1 Lakhs / In each case, subject to maximum 15 Lakh per annum
		Director-1, Health Services, Govt. of Maharashtra (Chairman-EC)	Up to Rs. 2 Lakhs / In each case, subject to maximum 25 Lakhs per annum
		Mission Director, NHM (Chairman-GB)	Full powers
11	Acceptance donations to Centre in terms of equipments	Deputy Director of Health Services (Transport) Pune & I/c of NCCRC, Pune	Full powers
12	Payment of TA/DA and honoraria to Training persons and guest speakers invited to meeting/ workshops, and payment of TA/DA allowances for contractual staff and/or non official invitees to Governing Body/ Executive Committee meetings and/or Government/Centre staff deputed to meetings outside the state.	Deputy Director of Health Services (Transport) Pune & I/c of NCCRC, Pune	Upto Rs. 2 Lakhs at a time, subject to maximum Rs.15 Lakhs per annum. In each case
		Director-1, Health Services, Govt. of Maharashtra (Chairman-EC)	Upto Rs. 5 Lakhs at a time, subject to maximum Rs.25 Lakhs per annum. In each case
		Mission Director, NHM (Chairman-GB)	Full powers

Sr. No	Item	Authority	Proposed Powers
13	Expenditure on study/ Assessments	Deputy Director of Health Services (Transport) Pune & I/c of NCCRC, Pune	Upto Rs. 5 Lakhs at a time, subject to maximum Rs.15 Lakhs per annum. In each case
		Director-1, Health Services, Govt. of Maharashtra (Chairman-EC)	Full powers
14	Expenditure on Research and development activities	Deputy Director of Health Services (Transport) Pune & I/c of NCCRC, Pune	Upto Rs. 5 Lakhs at a time, subject to maximum Rs.15 Lakhs per annum. In each case
		Director-1, Health Services, Govt. of Maharashtra (Chairman-EC)	Full powers
15	Expenditure on Piloting of proto types	Deputy Director of Health Services (Transport) Pune & I/c of NCCRC, Pune	Upto Rs. 5 Lakhs at a time, subject to maximum Rs.15 Lakhs per annum in each case.
		Director-1, Health Services, Govt. of Maharashtra (Chairman-EC)	Full Powers

(II) Procedure for release of funds:

The funds shall be drawn through cheques and / or bank drafts and/ or through e-banking instruments as and when the same is introduced.

All cheques shall be signed by two authorized signatories of the NCCRC on the basis of a written authorization from Executive Committee of the NCCRC in this behalf.

Wherever release of funds are decided to be made through bank drafts and/ or through e-banking, the authorization letter to the bank shall be signed by the concern authorized signatories.

(III) Review / revision of financial powers

The Executive Committee may review and revise the financial powers of the office bearers of the NCCRC on an annual basis and revise the same, if considered necessary.

C Human Resources Policy and Procedures:

Recruitment and Appointment

Appointments for the NCCRC can be made only against vacant posts prescribed for the NCCRC in accordance with the conditions prescribed by the Government of India and Govt. of Maharashtra, from time to time.

Recruitment would be through any of the following three routes/ways:

- * Appointments from open market. All such appointments will be on contractual basis for a fixed tenure.
- * Appointments on "Deputation" basis: as such appointments are will be regulated in terms of the State Government rules relating to Deputation of its officers / staff.
- * Individuals recruited and paid for by an outside agency [e.g. Government of India and or Development Partners] but posted to work within the NCCRC all such persons shall be governed by the terms of employment of the organization agency concerned. However, they shall be required to report to the Director / Deputy Director as may be decided by the concern authority.

All appointments would be temporary and would be made for the contract /deputation period as determined by the concern authority.

Leave rules:

Holidays, Casual Leave, Medical Leave: The NCCRC staff and the full time consultants shall be governed by the NHM rules / State Government rules, in so far as observance of holidays and grant of casual / medical leave is concerned.

Leave without pay: The NCCRC staff (including full time consultants) shall be entitled to take leave without pay in exceptional circumstances. This can be sanctioned by the Member Secretary after recording the reasons.

Training and capacity building development :

Full time consultants and staff of the NCCRC (including staff on deputation) would be encouraged to take up skill development courses and even correspondence courses which further their employment prospects enhance their skills and build up NCCRC capabilities.

Travelling / Dearness Allowance (TA/DA) Rules:

Travel within State: Travel of NCCRC staff (including those who are employed on deputation basis) within the State shall be governed as per the entitlements given in the below.

	Member Secretary and officers on deputation to the NCCRC and Guest officials	Consultants	Junior / Clerical staff on deputation to the NCCRC and Guests
Entitlement for Air travel	As per Govt. of India, Ministry of Finance, Prevailing norms	1) As per the agreement	As per Govt. of India, Ministry of Finance, Prevailing norms
Entitlement for rail travel			
Entitlement for road travel		2) As per Govt. of India, Ministry of Finance, prevailing norms	
Per-diem when hotel is not used			
Per-diem when hotel is used			

Notes: The Deputy Director can allow the junior staff to use a taxi for travel as per an approved itinerary.

Travel outside the State: Travel outside the State shall be regulated on a case to case basis in accordance with delegated financial powers.

Deduction of Tax at Source: Tax will be deducted at source as per income tax rules and the NCCRC shall register with the relevant authorities in this regards.